



## **JOB DESCRIPTION**

Title: **FIRE INSPECTOR I**  
Department: Fire  
Class Code: 3350  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1982 (Rev. 07/2009)  
Grade Number: 18

### **GENERAL PURPOSE**

Under general supervision from the Fire Marshal; provides technical assistance in the prevention of fires through fire inspections, public education, and fire investigations.

### **EXAMPLE OF DUTIES**

- Inspects public buildings, upon request, to identify fire hazards; provides advice to owners to aid eliminating or reducing hazards.
- Provides public education classes on fire prevention; fire safety, emergency medical treatment; teaches in schools, churches, and community service groups; responds to structural and grass fires.
- Aids the Fire Marshal in fire investigations; aids the Chief in clerical work; types and completes reports, performs special clerical projects.
- Answers questions of the public on fire prevention; draws maps for the department regarding structures and inspection possibilities.
- Assists teams in responding to fire calls; attends, if possible, all off-duty fires.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience

- Four (4) years experience as a Firefighter I and some coursework in fire prevention or any equivalent combination of education and experience.

### Special Requirements

- Must have a valid Utah Driver License; Must be EMT-D certified.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of fire prevention techniques; working knowledge of fire inspection methods; working knowledge of the goals and objectives of the city fire control program; working knowledge of effective techniques and methods of fire suppression and control; working knowledge of effective operation of policies and procedures established for the Fire Department; working knowledge of emergency medical procedures.
- Skill in methods and techniques of firefighting.
- Ability to teach fire prevention and safety techniques in the public schools, churches, and civic organizations; ability to communicate in a written and verbal manner.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_